

ATTACHMENT J-3

MINIMUM PERSONNEL REQUIREMENTS

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PROGRAM MANAGER

Scope of Duties:

Key personnel position. Responsible for the overall management, to include managing contractor resources and providing a single management point of contact. The Program Manager represents the contractor in dealing with DOE senior management, as well as providing overall direction to the contractor personnel, including setting and adjusting work priorities to meet DOE requirements in the event of conflict between different elements of the contractor's organization. The manager ensures cost efficiency, timeliness, and quality of the work performed.

Experience and Qualifications:

The incumbent must possess a Bachelors degree or equivalent in business administration/management. A Masters degree in business administration is desirable. A Bachelors degree in any other discipline may be substituted with five years work experience as a manager in a comparable assignment. Work experience of 10 years in a comparable assignment may be substituted for the degree. Experience must include three years managing a safeguards and security program at the second tier or higher management level. Training management experience is highly desirable. In addition, experience is required in directing an organization with a diverse mix of management, technical, and administrative functions, as well as experience working with senior government officials.

The incumbent must possess excellent oral and written communication skills; have the ability to meet deadlines and perform under pressure; and have a thorough and detailed knowledge of DOE and NNSA safeguards and security programs.

SENIOR PHYSICAL SECURITY SPECIALIST

Scope of Duties:

Key personnel position. Prior to assignment, the Senior Technical and Physical Security Specialist shall possess skills necessary to competently perform their duties. Interact, advise, coordinate, and provide executive level security management for NNSA Service Center federal/contractor operations, various internal/external organizations concerning safeguards and technical/physical security requirements, policies, and issues. Responsible for developing, evaluating, coordinating, and implementing NNSA security program initiatives, plans, policies, and procedures to ensure compliance with existing security regulations, and directives. Evaluates security functions and activities, including physical/technical/information operations, personnel, access control/monitoring systems, and other security actions to identify actual or potential problem areas, determine corrective actions, and make recommendations for enhancing policy, plans, and procedures.

Serves as Deputy System Administrator for the NNSA Service Center Security Access Control and Alarm Monitoring System. Ensures that the access control system, alarms, sensors, and equipment are maintained, upgraded and operational 24 hours a day 365 days a year. Administers and oversees the installation and repair of access control and alarm monitoring system components (hardware and software). Conducts periodic surveys and inspections of government and contractor facilities for security compliance. Performs compliance and performance testing of installed security systems. Assists the federal System Administrator as necessary in his/her duties.

Augments the Protective Force as required, including response to increased threat conditions. Provide escort for contractor personnel, gate/building key service, and any additional jobs assigned at the direction of the Facilities Security Officer.

Experience and Qualifications:

Should possess a bachelor's degree and/or possess equivalent experience in a security or related field (law enforcement, criminal justice, security investigations, etc.). must possess at least one year of appropriate specialized experience in a physical security field or discipline or field, preferably with the DOE or NNSA and education above the high school level. Additional specialized experience in a physical security discipline, specialty or field is preferable. Additional experience in a technical security specialty field is desirable. Must possess a comprehensive knowledge of DOE and NNSA safeguards and security policy, principles, regulations, methods, and program requirements to be able to function as a technical authority in assignments requiring the application of new theories and developments to security problems.

PHYSICAL SECURITY SPECIALIST

Scope of Duties:

Critical personnel position. Prior to assignment, the Physical Security Specialist shall possess knowledge and skills necessary to competently perform their duties. The contractor shall provide technical support expertise for review, development, implementation, evaluation and inspection of multiple safeguards and security programs. Provides expertise for adjudicating companies for Foreign Ownership, Control, and Influence (FOCI). Screens, reviews, and evaluates documents including those that contain substantial foreign interests, and makes recommendations regarding the company's FOCI. Assures completeness of documentation; identifies and analyzes foreign interests and mitigating information, prepares detailed written analysis of all available information, and makes written determinations or recommends further action. The contractor provides guidance and training to the M&O contractors, and others as required, regarding FOCI. Provides expertise for Facility Approval and Registration of Activities (facility registration), registers facilities based on the required interest; ensures that safeguards and security plans, surveys, and FOCI are in place as appropriate; and that facilities and interests are registered, with the appropriate rating, in the safeguards and security information management system.

Provides expertise in the preparation, review, evaluation, and validation of safeguards and security plans; and as a team member for the review evaluation, and inspection of site-specific scope requirements. Conducts root cause analysis of findings, and provides milestones and corrective actions as appropriate. Assures that milestones are met and that corrective measures are taken to ensure the closure and validation of finding. Serves as an Inquiry Official and conducts inquiries into Incidents of Security Concern; conducts interviews and ensures that action is taken to stop the risk of further compromise. Gathers facts and testimonies and consolidates them into the official reporting format for the Incident Manager. Provides guidance for Classified Matter Protection and Control (CMPC) to the NNSA site population to ensure classified matter is protected in accordance with policy. Knowledgeable of physical security and access control procedures and serves as the subject matter expert for visitor control and badging; and is able to program the badge system, if necessary, to meet DOE standard badge requirements. Provides expertise regarding personnel security activities and how the program interfaces with physical security programs; and prepares and conducts security education briefings and awareness as necessary.

Experience and Qualifications:

Should possess a bachelor's degree and/or possess equivalent experience in DOE/NNSA physical security. Three to five years experience and specialized training, or equivalent experience, is desirable. Contractor should possess a demonstrated knowledge in the following areas: effective writing techniques and verbal communication skills at the professional level, including a knowledge of effective public speaking and presentation techniques; a comprehensive knowledge of theories, techniques, and practices in the field of physical security and be able to effectively apply such principles and techniques to a wide variety of problems and situations; knowledge of the Atomic Energy Act of 1954, and other related Federal statutes, DOE standards and procedures implementing these statutes and executive orders, security regulations affecting physical security programs of other U.S. government departments and agencies, to assure that actions taken or recommended are in consistent with such policies, standards and procedures. Also should possess working knowledge of safeguards and security information management systems; including ID Works, SSIMS, CPCI, WDACS, VADB, and others as required.

TECHNICAL SECURITY SPECIALIST

Scope of Duties:

Key personnel position. Prior to assignment, the Technical Security Specialist shall possess skills necessary to competently perform their duties. Provides expertise and support for communications security (COMSEC), emissions security (including TEMPEST), protected transmission systems (PTS) and Technical Surveillance Countermeasures (TSCM). Responsible for the review of site-specific technical security plans, development of local guidance for the NNSA Service Center (SC) considering DOE/NNSA HQ policy, and development of implementation instructions. Provides expert level physical and technical security support for sensitive compartmented information facilities, to include review of construction plans, accreditation documentation, as well as access control and intrusion detection systems. Utilizes a broad knowledge of the theories and methods of inspection techniques, principles, and procedures of safeguards and security program management and the overall DOE safeguards and security program to make meaningful evaluations and conclusions on all aspects of DOE safeguards and security operations. Prepares staff studies of major policy or procedural problems in any aspect of security which include difficult technical analysis of findings and conclusions and, as necessary, recommends corrective actions to the DOE and or NNSA appropriate management, prime contractor and subcontractor sites. Evaluates and recommends action regarding request for exceptions to security policy, procedures and/or standards and prepares replies to the requesting organization. Reviews and evaluates engineering plans of security concerns (e.g., computer and information processing, communications centers, protected transmission systems, closed circuit television systems and intrusion/detection alarm systems), to ensure the use of current technologies and compliance with DOE/NNSA and Service Center security requirements at acceptable costs and coordinates recommendations with appropriate management personnel. Reviews and evaluates the technical and design characteristics of intrusion detection alarm and assessment systems to determine their compatibility and adequacy for specific applications in NNSA facilities. Prepares and presents (written and oral) clear and concise reports, briefings and instructional materials.

Participates, at the request of DOE/NNSA Headquarters, as a member of DOE/NNSA wide survey teams with members from other operations offices to review security measures for specific processes at locations of extreme DOE/NNSA security concern.

Experience and Qualifications:

Should possess a bachelor's degree. Must possess a minimum of five years technical security experience culminating in expert knowledge of principles, procedures, concepts, methodology and administration of the DOE/NNSA security program. This knowledge must be at an in-depth level to enable the incumbent to devise new or innovative measures for the protection of sensitive information; selection, design, and application of intrusion detection alarm systems, assessment systems, and information or materials; and to make recommendations regarding technical methods and procedures to accomplish security objectives at DOE/NNSA sites.

Knowledge of national policies and regulations relating to telecommunications security and the technical surveillance countermeasures programs. Experience and knowledge of inspection principles, techniques, and procedures to plan and conduct security evaluations and to properly interpret and analyze findings of surveys to determine adequacy of security controls. This includes preparation and scheduling of survey activities, review of previous correspondence, and evaluation of security procedures/controls for the facility surveyed.

Knowledge of electronics, technical and physical security to evaluate security features of protected transmission systems, encryption of classified data, technical surveillance countermeasures, alarm systems, and electromagnetic emanations from equipment processing classified and sensitive unclassified data. Maintains state of the art expertise to provide advice to security program and operating program officials concerning security ramifications of new office equipment systems, which affect the security of classified matter at a facility. Knowledge of the principles and regulations governing DOE/NNSA safeguards and security activities, specifically those policies, standards, and techniques for safeguarding facilities, material, and information required to counter sabotage, espionage, terrorist or domestic threats. This knowledge must

be adequate to develop and advise on implementation of safeguards and security plans, systems and procedures with the application of electronic devices and countermeasures in concert with physical, administrative, information, personnel, and technical protection of computer and telecommunications security.

An in depth knowledge of physical and technical security standards relating to Sensitive Compartmented Information Facilities (SCIF). Must possess the ability to properly interpret and implement the security requirements set forth in the Director of Central Intelligence Directives (DCID) pertaining to the establishment, renovation or inspection of a SCIF.

TECHNICAL SECURITY SPECIALIST (CYBER SECURITY)

Scope of Duties:

Key personnel position. Prior to assignment, the Technical Security Specialist shall possess the skills necessary to competently perform their duties. Contractor performs tasks under the technical guidance of the Service Center Information Systems Security Operations Manager (ISOM)/Designated Accrediting Authority (DAA), including providing support for the classified and unclassified cyber security programs. This support will include, but will not be limited to, the review of security plans submitted from sites over which the ISOM/DAA has cognizance, making recommendations for approval to the ISOM/DAA, maintaining the database of accredited systems, and conducting surveys of cyber security programs implemented at sites. Will be required to assess program implementation, and the integration of cyber security requirements with those of the TEMPEST, Protected Transmission Systems (PTS), Communications Security (COMSEC), and Technical Surveillance Countermeasures (TSCM) programs. Also provide support for review of programmatic documentation developed at the Service Center or received from NNSA/HQ.

Experience and Qualifications:

Bachelor's degree in an Information Technology discipline (e.g., computer science, management information systems, computer information systems, etc.) is a minimum educational requirement. Ten years experience in the cyber security field may be substituted for the educational requirement. In addition to a degree, must possess significant experience (5 years minimum) in the cyber security field, preferably with the DOE and or NNSA. This experience must have included responsibility for analysis of security plans, and reviews of cyber security programs. Must have the ability to conduct security reviews of implemented programs and assess compliance with NNSA directives. Experience must have included work in the automated information system field (i.e., system administrator, security officer, security manager, etc.). Must have a working knowledge of the physical, technical, personnel and information security disciplines, and their inter-relationship with cyber security. Must have the ability to write clear, concise reports. Must have the ability to interact effectively with a wide variety of personnel on issues related to classified and unclassified cyber security programs.

PHYSICAL SECURITY/ CLASSIFIED MATTER PROTECTION & CONTROL (CMPC) SPECIALIST

Scope of Duties:

Critical personnel Position. Prior to assignment, the Physical Security/Classified Matter Protection and Control Specialist shall possess the skills and knowledge to perform functional tasks and duties. Incumbent provides expertise in the identification and categorization of incidents of security concern as addressed in the DOE N 473.1 or its successor. Obtains applicable classification reviews, marks, and transmits a Security Incident Notification Report to the DOE HQ EOC according to existing notification and approved classified matter protection and control procedures. Affects through approved methods, notification to other applicable sites/offices/locations. Uses accredited computer systems for classified processing in the preparation of notification reports, subsequent inquiry reports in the prescribed format. Submits monthly reconciliation reports to appropriate DOE/NNSA authority, via approved means, of IMI-4 type incidents and the status of ongoing inquiries over 60 days old. Completes inquiries, renders formal and final reports in the prescribed format to appropriate DOE/NNSA authority within 60 days of an IMI-1 through IMI-3 type incidents. Possesses interview skills and knowledge in the legal aspects of the conduct of inquiries, to include sufficient knowledge in the various security disciplines to sufficiently address potential security issues during the inquiry process. Possesses oral, written, and interpersonal communication skills to affectively manage or assist in the management of the Incident of Security Concern Program for the NNSA Service Center. Prepares memorandums transmitting inquiry reports to DOE HQ and to applicable organizations for disciplinary/corrective actions to prevent recurrence. Analyzes past incidents for lessons learned and assist with the dissemination of that information in an unclassified mode to NNSA/Service Center personnel. As necessary, prepare and present oral presentations to requesting organizations and or as part of the NNSA/Service Center annual security refresher briefings. Possesses the depth and scope of knowledge to review and submit constructive comments to NNSA and or DOE on proposed directive changes. Attend and participate in applicable Quality Panel meetings for CMPC and or the Incidents of Security Concern Program. Conduct root cause analysis of incidents as they occur, and of findings from self-assessments, surveys, and inspections. Also, formalize a corrective action plan with applicable milestones. Track milestones until completion of all corrective actions and submit required documentation to support closure of the finding.

Participate as required, in the conduct of self-assessments of the security disciplines under the cognizance of the NNSA Service Center Security Programs Division, and render written results of those inspections. Participate as requested in the conduct of security surveys/inspections of other NNSA Site Offices and contractors as a subject matter expert in classified matter protection and control, and incidents of security concern to assure compliance with prescriptive requirements and prepares input to written reports. Assist with the preparation of oral/visual presentations to applicable management regarding inspection results and recommendations.

Experience and Qualifications:

Should possess a bachelor's degree and/or possess equivalent experience in CMPC or related field (law enforcement, criminal justice, security investigations, etc.). Three to five year's experience in the DOE or NNSA physical security and or CMPC program , or equivalent experience, is desirable. Incumbent should possess a demonstrated knowledge in the following areas: effective writing techniques and verbal communications skills at the professional level, including a knowledge of effective public speaking and presentation techniques, knowledge of the Atomic Energy Act of 1954, as amended and applicable Executive Orders, security orders, manuals and procedures that apply to the CMPC and Incident of Security Concern Programs. Should possess thorough knowledge of the principles and practical application of interview techniques sufficient to explore security matters relative to the incident under inquiry with subjects from various backgrounds, expertise, grades, genders, and learning skills/limitations.

CLASSIFICATION ANALYST

Scope of Duties:

Key personnel position. Prior to assignment, the Classification Analyst shall possess knowledge and skills necessary to competently perform their duties. Incumbent provides extensive expertise and experience for the conduct of classification duties and responsibilities. These include classification guidance development, training, document review, litigation, surveys and oversight processes, policy and procedures, and information analysis. Work frequently involves highly complex classification determinations of nuclear weapon complex information. This requires knowledge of advanced physics and engineering concepts as utilized in the NNSA.

Experience and Qualifications:

The incumbent should possess a bachelor's degree or equivalent in engineering or science (this equivalency does not include a minimal number of science/engineering credits, such as 24 semester hours). Historical knowledge of nuclear weapon complex programs and the involvement of the classification community are necessary in the provision of classification guidance to the NNSA and M&O contractor organizations. Full-time experience of over 15 years in the classification community of the DOE/NNSA weapon complex at a major facility of the Department is required. This is attained by assignment as a classification analyst or classification officer at a DOE/NNSA federal classification office, weapon design laboratory or production plant. Classification concerns of weapon complex programs inherently involve theories and concepts in a broad range of physical sciences or engineering. Special emphasis is placed on nuclear and quantum physics, nuclear weapon computer code development, electronics and electrical engineering, aerodynamics, structural analysis, and metallurgy. Professional experience or a technical degree in areas such as physics, chemistry, electrical, nuclear, mechanical, or chemical engineering is required. Knowledge must be adequate to enable a comprehensive understanding and evaluation of highly complex technical research activities encompassing the entire spectrum of DOE technical programs in terms of their sensitive information significance. Experience and skill in communicating complex sensitive information concepts to all levels of DOE/NNSA management and staff is essential.

PERSONNEL SECURITY TEAM LEADER (PSTL)

Scope of Duties:

Key personnel position. This is a working supervisory position. Prior to assignment, the Personnel Security Team Leader (PSTL) shall possess skills necessary to competently perform all duties. In addition to being able to perform all the duties and responsibilities of a Personnel Security Specialist and Senior Personnel Security Specialist, the PSTL is responsible for ensuring that the personnel security tasks and functions described in the SOW and elsewhere in the contract are completed as required, including those products and deliverables in the Table of Deliverables (PSD). Ensures that all contractor employees assigned to the Personnel Security Program technical requirements and tasks are fully trained and possess all skills and competencies necessary to successfully perform all assigned work and deliverables. Responsible for the design, development, and implementation of a master training plan for each of the personnel security skill areas (SPSS, PSS, SPSA, and PSA). As a minimum the master training plan will ensure that each employee possesses the knowledge and skills to perform all the tasks associated with their position. The master training plan will also provide a framework for the continuous professional development of each contractor employee assigned to the Personnel Security Program, as well as for each functional group (SPSS, PSS, etc.). The PSTL shall document and verify all training of contractor employees assigned to Personnel Security Program duty positions and shall validate that training to Personnel Security Division (PSD) federal management and shall be subject to PSD audit.

Responsible for developing and implementing a travel plan to ensure that essential Personnel Security programmatic support to Site Offices and other NNSA organizations is accomplished IAW with DOE/NNSA orders, directives, and policies. This includes, but is not limited to, the conduct of personnel security interviews (PSI's) as described in the Table of Deliverables (PSD), travel to support hearings and the Administrative Review process, participate in safeguard and security surveys, and training. Manages contractor funds to ensure that training and travel is adequately supported to accomplish all Personnel Security work in contract.

Performs quality review of all personnel security products provided by contractor employees, and as described in the Table of Deliverables, and certifies that review to PSD federal management on a monthly basis. Manages all contractor personnel assigned to perform personnel security work in support of this contract and is responsible for maintaining manpower levels and managing turnover as described in the SOW Scope. Manages adjudicative activities and work of contractor personnel security specialists and sets priorities; ensures timely performance of work, deliverables, and that quality standards are met by contractor employees. Evaluates the effectiveness of Personnel Security Program contractor operations in terms of mission accomplishment, to include, but not limited to, quality and quantity standards, procedural, policy and regulatory compliance, and technical competence. Provides reports to PSD federal management on a monthly basis on deliverables and work pending completion; maintains a work plan that projects completion dates of assigned work and prepares corrective action plans as necessary. Makes changes in work assignments, workflow, and balances contractor adjudicative workload among positions to increase effectiveness of operations supervised, including coordination and execution of contractor travel in support of PSD personnel security activities.

Reviews, evaluates, and prepares appropriate actions to be taken on adjudicated personnel security clearance cases identified by contractor analyst staff members as containing substantially derogatory information, including Administrative Review cases. Analyzes derogatory and mitigating information concerning applicants and cleared employees in relation to the DOE criteria and makes security determination recommendation(s). Recommendations are based upon a thorough knowledge of the Department of Energy (DOE) clearance program. Requires detailed knowledge of Section 145b of the Atomic Energy Act of 1954, as amended; Executive Order 10450; Title 10, Code of Federal Regulations, Part 710; Federal Personnel Manual, Chapters 731, 732, and 736; and DOE Orders, Manuals, Directives, and Policy pertaining to personnel security.

Provides comprehensive, formal security briefings with "real time" data to the PSD management, as appropriate.

Experience and Qualifications:

Must have a bachelors degree and shall possess 6-10 years experience in personnel security or related field (law enforcement, criminal justice, security investigations, security, intelligence and counterintelligence, etc.). At least 5 years experience in the DOE personnel security program and a demonstrated experience in developing and implementing personnel security programs are highly desirable. Must have the ability to judge the quality of staff work performed by other contractor analysts in accomplishing personnel security functions. Must possess and be able to demonstrate excellent oral and writing skills. Possess a thorough and comprehensive knowledge of theories, techniques, and practices in the field of personnel security to provide advice and assistance, plan and conduct training, develop and write new policies and approaches, interpret local implementing instructions, and effectively apply such principles and techniques to a wide variety of problems and situations; a well grounded knowledge of the requirements of PSAP, PAP, SCI, and AAP, and their interrelationships with each other and the clearance program is essential. Acts as technical authority in these areas. A specialized knowledge of the overall DOE personnel clearance program sufficient to conduct a review and analysis program of personnel clearance cases in relation to the overall processing and objectives of the program; and knowledge of effective public speaking and presentation techniques is essential.

SENIOR PERSONNEL SECURITY SPECIALIST (SPSS)

Scope of Duties:

Key personnel position. This is a working supervisory position. Prior to assignment, the Senior Personnel Security Specialist (SPSS) shall possess skills necessary to competently perform their duties. In addition to performing all duties and responsibilities of a Personnel Security Specialist, the SPSS directs contractor personnel security adjudicative activities on a daily basis; assists the Personnel Security Team Leader (PSTL) in the planning and assignment of work to contractor personnel security specialists and sets priorities; ensures timely performance of work, deliverables, and that quality standards are met. Assists the PSTL in ensuring that all contractor PSS, SPSA and PSA employees are thoroughly trained to perform the duties and responsibilities of their respective positions. Reviews completed PSS, SPSA and PSA work, including responsibility for the preparation of second reviewer comments on all contractor prepared Case Evaluation Summaries (CES) and evaluates the effectiveness of operations in terms of mission accomplishment, to include, but not limited to, quality and quantity standards, procedural, policy and regulatory compliance, and technical competence.

Reviews, evaluates, and prepares appropriate actions to be taken on adjudicated personnel clearance cases identified by contractor analyst staff members as containing substantially derogatory information. Analyzes derogatory and mitigating information concerning applicants and cleared employees in relation to the DOE criteria and makes security determination recommendation(s). Recommendations are based upon a thorough knowledge of the Department of Energy (DOE) clearance program. Requires detailed knowledge of Section 145b of the Atomic Energy Act of 1954, as amended; Executive Order 10450; Title 10, Code of Federal Regulations, Part 710; Federal Personnel Manual, Chapters 731, 732, and 736; and DOE Orders pertaining to personnel security.

Assures completeness of investigative coverage, identifies and analyzes derogatory and mitigating information and makes determinations or recommends further action; such as psychiatric evaluations, personnel security interviews, Letters of Interrogatory, and or other adjudicative actions, as necessary; interviews individuals about whom substantially derogatory information has been developed, concentrating on the most serious and difficult cases including those individuals who hold HRP and SCI clearances, and many times the subjects are unwilling and hostile; ensures that Statement of Charges (SOC's) prepared by the contractor PSS for Administrative Review are correct, complete, and in full compliance with all laws and DOE Orders, policy and guidelines; assists DOE counsel in the preparation of Administrative Review hearings based on interviews of individuals and knowledge of the derogatory information, delivers clearance suspensions and charges to employees and applicants, serves subpoenas, and testifies at the hearings. Represents PSD in quasi-judicial hearings as an observer and is a resource person to the administrative review (AR) counsel; ensures the acquisition of information relating to NNSA personnel security.

Experience and Qualifications:

Must have a bachelors degree and should possess 6-10 years experience in personnel security or related field (law enforcement, criminal justice, security investigations, security, intelligence and counterintelligence, etc.). At least 5 years experience in the DOE personnel security program is highly desirable. Must have the ability to judge the quality of staff work performed by other contractor analysts in accomplishing personnel security functions. A comprehensive knowledge of theories, techniques, and practices in the field of personnel security to provide advice and assistance, write and develop new policies and approaches, interpret local implementing instructions, effectively apply such principles and techniques to a wide variety of problems and situations, and knowledge of the requirements of PSAP, PAP, SCI, and AAP, and their interrelationships with each other and the clearance program is essential. Acts as technical authority in these areas. A specialized knowledge of the overall DOE personnel clearance program sufficient to conduct a review and analysis program of personnel clearance cases in relation to the overall processing and objectives of the program; and knowledge of effective public speaking and presentation techniques is essential.

PERSONNEL SECURITY SPECIALIST (PSS)

Scope of Duties:

Critical personnel position. Prior to assignment, the Personnel Security Specialist shall possess skills necessary to competently perform their duties. Incumbent provides expertise and necessary experience for analyzing and adjudicating personnel security cases, including those "high risk" positions associated with the Human Reliability Program (Personnel Security Assurance Program (PSAP), Personnel Assurance Program (PAP)), and Sensitive Compartmented Information (SCI). Screens, reviews and evaluates investigative reports including those that contain substantial derogatory information, and makes recommendations regarding an individual's eligibility for a DOE access authorization or continued eligibility for a DOE access authorization. Enters information and data into the personnel security data bases. Assures completeness of investigative coverage; identifies and analyzes derogatory and mitigating information, prepares detailed written case histories and case evaluations and analysis of all available information, and makes written determinations or recommends further action and processing. All written products must be professionally prepared, and technically and grammatically correct. Case evaluations include, but are not limited to, investigations, reinvestigations, and HRP(PSAP and PAP), and SCI. Conducts personnel security interviews (PSI's) with individuals about whom substantial derogatory information has been developed. Many times the subjects are unwilling and hostile (Interviews require verbatim records and must be suitable for use in future formal hearings and court proceedings.). Reviews interview transcripts, prepares interview summaries, and recommends further action and processing. Refers individuals for psychiatric evaluation when appropriate and prepares written case summaries of the psychiatric evaluations and makes written determinations or recommends further action. Prepares and sends Letters of Interrogatory to subjects to resolve security concerns related to lesser derogatory information. In Administrative Review cases, prepares the Statement of Charges and other documentation as required, assists Hearing Offices and DOE Counsel in the preparation of personnel security hearings based on interviews of individuals and knowledge of the derogatory information, delivers clearance suspensions and charges to employees and applicants, and testifies at the Hearings. Represents the PSD in quasi-judicial hearings as an observer/expert witness, and serves as a resource person to the DOE and NNSA Service Center OCC during the Administrative Review process.

Ability to participate in security inspections of NNSA Site Offices and contractors as a subject matter expert in personnel security to assure compliance with personnel security regulations, and prepares written reports and oral/visual presentations to NNSA and DOE management regarding inspection results and recommendations. Frequent travel is necessary to conduct PSI's and perform other personnel security program support, as required.

Experience and Qualifications:

Should possess a bachelors degree and/or possess equivalent experience in personnel security or related field (law enforcement, criminal justice, security investigations, security, intelligence and counterintelligence, etc.). Three to five years experience in the DOE personnel security program, or equivalent government personnel security or investigative experience, is desirable. Incumbent should possess a demonstrated knowledge in the following areas: effective writing techniques and verbal communication skills at the professional level, including a knowledge of effective public speaking and presentation techniques; a comprehensive knowledge of theories, techniques, and practices in the field of personnel security and be able to effectively apply such principles and techniques to a wide variety of problems and situations, and sufficient to evaluate the most serious derogatory personnel security cases; knowledge of the Atomic Energy Act of 1954, Energy Reorganization Act of 1974, the Privacy Act and other related Federal statutes: Executive Order 10450, DOE standards and procedures implementing these statutes and executive orders, security regulations affecting personnel security programs of other U.S. government departments and agencies, to assure that actions taken or recommended are in consonance with such policies, standards and procedures; knowledge of the principles of criminal law, political science, psychology, intelligence-gathering processes, investigative procedures, medical and pharmaceutical terminology, and logic sufficient to analyze pertinent information and initiate prudent action to resolve security clearance eligibility questions; should possess thorough knowledge of the principles and practical application of interview techniques sufficient to explore fully sensitive topics with sometimes unwilling subjects.

SENIOR PERSONNEL SECURITY ASSISTANT (SPSA)

Scope of Duties:

Prior to assignment, the SPSA shall possess skills necessary to competently perform their duties. This is a working supervisory position. In addition to providing expertise and performing all the duties and functions described for a Personnel Security Assistant (PSA), incumbent must provide the ability to oversee the work of others and possess the demonstrated ability to meet deadlines and perform under pressure. Must have knowledge of DOE/NNSA, NNSA Service Center and PSD policies, procedures, and management principles to provide staff assistance and perform screening and analysis functions effectively in a large personnel security program, including Human Reliability Programs (Personnel Security Assurance Program (PSAP), PAP, etc.); possess the ability to analyze and evaluate personnel security information, identify potential security threats, and exercise sound judgment in reviewing personnel security cases; be able to analyze and evaluate reports of investigations or reports which contain conflicting information or evidence and to prepare clear, concise, unbiased, logically organized, written reports and case evaluations, which contain recommendations of further action. Possess knowledge of DOE and NNSA security principles concerning the protection, storage, transmittal, retention and destruction of classified documents.

Experience and Qualifications:

Incumbents must have a high school diploma. A two-year associates degree is desirable. Two to three years of experience in personnel security or related field is highly desirable. Must possess advanced computer skills to include Microsoft Office; possess excellent oral and written communication skills and have a thorough knowledge of sensitive and classified matter protection control, processing, and distribution.

PERSONNEL SECURITY ASSISTANT (PSA)

Scope of Duties:

Prior to assignment, the PSA shall possess skills necessary to competently perform their duties. Provides expertise in traditional administrative and clerical functions, as well as basic personnel security functions. Personnel security functions and activities include, but are not limited to, ability to analyze and evaluate personnel security information, identify potential security threats and exercise sound judgment in reviewing personnel security cases that contain no derogatory information or non-substantial derogatory information and to prepare clear, concise, unbiased, logically organized, written reports and case evaluations, which contain recommendations to either grant or continue the DOE access authorization or further adjudicative action; processing and screening of application and annual re-certification packages for DOE human reliability programs, including the Personnel Security Assurance Program (PSAP), and the Human Reliability Program (HRP) upon implementation; entering information into the personnel security data bases, preparation of reports and documentation relating to the various personnel security programs and clearance activities; maintaining status of all clearances, including special access programs and human reliability programs; scheduling of appointments, and performance of other personnel security functions and activities as may be assigned.

Administrative and clerical functions include, but are not limited to, preparation in draft and final form all types of classified and unclassified personnel security-related correspondence, reports, and documents; copy finalized documents for mailing and hand delivery; scheduling appointments, conference/meetings; receive and distribute incoming mail; log and track multiple personnel security and administrative action items and deliverable due dates; prepare and consolidate materials for notebooks, briefings and surveys; receive/distribute classified/unclassified faxes; receive incoming messages for division personnel; perform back-up functions and activities for other division personnel, including administrative assistants; maintain division files to include archiving and destruction; and perform other administrative, clerical, and administrative functions and tasks as required.

Experience and Qualifications:

Incumbents must have a high school diploma. A two-year associates degree is desirable; must possess advanced computer skills to include Microsoft Office; possess excellent oral and written communication skills; have a working knowledge of sensitive and classified matter protection control, processing, and distribution.

ADMINISTRATIVE REVIEW TECHNICAL SUPPORT SPECIALIST (ARTSS)

Scope of Duties:

Critical personnel position. Prior to assignment, the ARTSS shall possess skills necessary to competently perform their duties. Assists the Personnel Security Specialist/Administrative Review Coordinator with various clerical and administrative tasks critical to the Administrative Review process. These tasks include, but are not limited to, preparation and coordination of those activities and documents in support of the Administrative Review process, the DOE Office of Hearing and Appeals Hearing Officer, and the DOE and NNSA Service Center Office of Chief Counsel in preparation of materials necessary for Hearings to include duplication of case file information. Responsible for scheduling and coordinating Hearing related activities. Reviews and creates correspondence associated with Hearings and final decisions; preparation of responses and documentation relating to Privacy Act requests and Congressional Inquiries, preparation of all correspondence and documentation in related to Reconsideration cases, and clerical and administrative support to special projects or other duties associated with PSD as may be assigned.

Ensures that all documents and correspondence are prepared to contemporary professional legal standards. Creates case specific correspondence by using generic templates. Responsible for drafting, preparation and dissemination professional business correspondence and documentation, both in paper and e-mail formats, as appropriate. Responsible for file tracking and maintaining appropriate logs associated with personnel security case files. Inputs pertinent data and information into PSD databases. Assigns Blanket Purchase Agreement numbers related to medical services as needed.

Receives, date stamps, distributes and tracks incoming correspondence, mail, files and miscellaneous data from within PSD, the NNSA Service Center, attorneys, Hearing Officers, DOE and NNSA Headquarters, medical sources, law enforcement and judicial sources, Congress and the general public. Evaluates and prioritizes incoming correspondence for work assignment and completion.

Maintains a tactful and professional demeanor in the conduct of all communications with officials within NNSA, DOE, Congress and the general public.

Experience and Qualifications:

Incumbents must have a high school diploma and possess 1-2 years of experience in personnel security or in a related legal or business professional field that required excellent oral and written communication skills. A two-year associates degree is highly desirable. Must possess a thorough knowledge of the 10 CFR 710, Subpart A, as well as all DOE orders pertaining to the DOE personnel security program and the Administrative Review process. A working knowledge of the Atomic Energy Act of 1954, Energy Reorganization Act of 1974, the Privacy Act of 1974, and other related Federal Statutes: Executive Order 10450, DOE standards and procedures associated with PSD, is required. Experience and ability to review and comprehend technically written documents and then apply generic concepts and standards. Able to engage in self-directed tasks in order to achieve goals. Able to practice good time management on a continuous basis under very stressful conditions. Experience in problem solving in a practical manner as well as conceptually. Experience in performing well in a position that demands concentration and multi tasking. Must possess typing and computer skills including a knowledge of Microsoft Office.

PERSONNEL SECURITY CLEARANCE PROCESSING TEAM LEADER (TL)

Scope of Duties:

Critical personnel position. Prior to assignment, the TL shall possess skills necessary to competently perform their duties. This is a working supervisory position. Acts as the Primary trainer for SPSCP and PSCP functions. In addition to providing expertise for functions described for a SPSCP and PSCP, incumbent must train SPSCP's and PSCP as required to provide all personnel security processing deliverables as required in the personnel security Table of Deliverables in 6.0, as well as the managerial experience to organize and oversee the work of others. Must possess the demonstrated ability to meet deadlines and perform under pressure. Must possess a thorough knowledge of all processing tasks and deliverables identified in 6.0. Must have knowledge of DOE/NNSA, NNSA Service Center and PSD policies, procedures and management principles to provide staff assistance and perform processing actions. Acts as a primary point of contact for customers within the personnel security division and the NNSA Service Center complex. Also acts as a primary point of contact representing the NNSA Service Center to DOE Operations Offices and other agencies. Present a professional image (in person and by phone and email) when dealing directly with NNSA customers. Manage time and resources to ensure that personnel security actions occur as prescribed within the scope of deliverable timeframes, while ensuring that customer queries/needs are met in a timely manner.

Experience and Qualifications:

Must have a Bachelor's Degree or possess four years of management experience in the personnel security clearance-processing arena. The incumbent must possess excellent oral and written communication skills; have the ability to meet deadlines and perform under pressure; and have a thorough and detailed knowledge of DOE and NNSA personnel security program functions. Experience as a trainer and in the development of training plans and programs of instruction related to the personnel security processing tasks, functions and activities described in the contract is required. Must demonstrate the ability to manage a process and workforce in a manner that ensures products are completed in a timely and professional manner.

SENIOR PERSONNEL SECURITY CLEARANCE PROCESSOR (SPSCP)

Scope of duties:

Critical personnel position. Prior to assignment, the SPSCP shall possess skills necessary to competently perform their duties and to provide required deliverables and accomplish assigned tasks. This is a working supervisory position. The contractor will provide the expertise to accomplish all the tasks and work activities associated with a Personnel Security Clearance Processor (PSCP). Additionally, the SPSCP must possess a level of expertise within the clearance processing arena to be able to act as a supervisor and trainer for specific personnel security functions. SPSCP will be able to perform multiple PSCP functions while maintaining established timelines and meeting established priorities. Must work effectively with minimal day-to-day direction.

Experience and Qualifications:

Incumbent should possess a High School Diploma. Should possess Data entry skills sufficient to accurately document security clearance actions in automated databases. Typing skills are desirable. Effective reading and detail recognition skills are required. Good communication skills are necessary because direct contact by phone or e-mail with applicant/incumbents, DOE officials, contractor customers, and local and national members of the security community is frequently required in order to obtain information required to continue clearance actions. Attention to detail is required as even minor errors may significantly impact clearance processing actions. Must be able to recognize designated priorities and process work in the priority order that is directed by management and supervise the accomplishment of all assigned processing actions, tasks, and deliverables. Must possess time management skills to be able to prioritize work to meet/exceed timeline parameters established by DOE/NNSA/Service Center and contract. Must be able to understand and work with DOE specific filing system, as oftentimes files will need to be retrieved directly from vault storage. Possess decision making skills sufficient to be able to exercise sound judgment and assign work within the scope of activities they are required to conduct. Must be able to annotate files in a professional manner. Must be able to screen information (paperwork, phone calls, etc.) to determine the required actions, and be able to forward information to the appropriate employee/location for action. Attention to detail is a critical skill as this employee is often the first/last to take action on a file which might impact an individual's eligibility, or continued eligibility, for a DOE access authorization. Must be capable of working multiple types of clearances actions without losing track of designated priorities. Must be willing/able to keep management apprised of workload status.

PERSONNEL SECURITY CLEARANCE PROCESSOR (PSCP)

Scope of Duties:

Prior to assignment, the PSCP shall possess skills necessary to competently perform their duties and to provide required deliverables and accomplish assigned tasks: These include, but are not limited to the following actions. Provide deliverables listed in the Personnel Security Table of Deliverables in 6.0. of the Statement of Work; review Sensitive/Privacy Act information to determine if access authorization packets are accurate and can be submitted to the investigative agency; input information into DOE's clearance action databases; create accurate labels and files using DOE file rules; create PSF's and place clearance information in PSF's as prescribed by DOE orders; forward appropriate documentation for adjudication and review; discern agency to which investigative request is to be processed; ensure correct type of investigation is requested and exchange facsimile information w/ sites, etc.. Use typewriter to update old File Summary Sheets (FSS's), and use word processing software, e.g., MS Word, WordPerfect, etc. to generate new FSS's. Work directly with other investigative agencies to ensure all available clearance information is obtained, and placed in the appropriate PSF in accordance with DOE orders, and DOE/NNSA and PSD policies and procedures. Receive investigative reports, update DOE/NNSA and PSD databases, and forward PSF's to appropriate PSD organization for adjudication.

Experience and Qualifications:

Incumbent should possess a High School Diploma. Should possess Data entry skills sufficient to accurately document security clearance actions in automated databases. Typing and word processing skills are required. Effective reading comprehension and detail recognition skills are required. Good communication skills are necessary because direct contact by phone or e-mail with applicant/incumbents, DOE officials, contractor customers, and local and national members of the security community is frequently essential in order to obtain information required to continue clearance actions. Attention to detail is required as even minor errors may significantly impact clearance processing actions. Must be able to recognize designated priorities and process work in the priority order established by PSD. Must possess time management skills to be able to prioritize work to meet/exceed timeline parameters established by DOE/NNSA/Service Center and contract. Must be able to understand and work with DOE specific filing system, as oftentimes files will need to be retrieved directly from vault storage. While limited decision making skills are required, processor must be able to exercise sound judgment within the scope of activities they are required to conduct. Must be able to annotate files in a professional manner. Must be able to screen information (paperwork, phone calls, etc.) to determine the required actions, and be able to forward information to the appropriate employee/location for action. Attention to detail is a critical skill as this employee is often the first/last person to take action on a file which might impact an individual's eligibility, or continued eligibility, for a DOE access authorization. Must be capable of working multiple types of clearances actions without losing track of designated priorities. Must be willing/able to keep management apprised of workload status.

QUALITY ASSURANCE/CUSTOMER SERVICE PROCESSOR (QA/CSP)

Scope of duties:

Along with the scope of duties associated with a Personnel Security Clearance Processor, prior to assignment, the QA/CSP must possess a level of expertise within the clearance processing arena to be able to review personnel security processing actions and ensure that quality and timely actions are occurring as required. QA/CSP will act as primary liaison for applicant/incumbents, DOE officials, contractor customers, and local and national members of the security community. QA/CSP must be able to prioritize customer requests to ensure that queries are answered in a timely and accurate manner. Incumbent must work effectively with minimal day-to-day direction.

Experience and Qualifications:

Incumbent should possess a High School Diploma. Should possess Data entry skills sufficient to accurately document security clearance actions in automated databases. Typing skills are desirable. Effective reading and detail recognition skills are required. Good communication skills are necessary because direct contact by phone or e-mail with applicant/incumbents, DOE officials, contractor customers, and local and national members of the security community is frequently required in order to obtain information required to continue clearance actions. Attention to detail is required, as even minor errors may significantly impact clearance processing actions. Must be able to recognize designated priorities and process work in the priority order that is directed by management. Must possess time management skills to be able to prioritize work to meet/exceed timeline parameters established by DOE/NNSA/Service Center and contract. Must be able to understand and work with DOE specific filing system, as frequently files will need to be retrieved directly from vault storage. Must be able to annotate files in a professional manner. Must be able to screen information (paperwork, phone calls, etc.) to determine the required actions, and be able to forward information to the appropriate employee/location for action. Attention to detail is a critical skill as this employee will make Quality Assurance corrections, and provide customer with an authoritative answer regarding clearance actions. Must be capable of working multiple types of clearances actions without losing track of designated priorities. Must be willing/able to keep management apprised of workload status. Excellent verbal and written communication skills are required.

MAIL CLERK

Scope of Duties:

Prior to assignment, the Mail Clerk shall possess skills necessary to competently perform their duties (the contractor shall bear all training costs). Contractor will provide the expertise to perform routine to moderately complex clerical functions in the receiving, sorting, preparing and distributing of incoming/outgoing distribution. Complies with federal postal rules and regulations in processing outgoing mail and transporting and handling of FedEx, certified, registered and regular mail. Must be familiar with Classified Matter Protection and Control regulations in order to ensure that any classified mail activity is handled in accordance with DOE/NNSA regulations. Performs basic record keeping and tabulation tasks to document mail activities. Mail actions must occur in a timely and consistent manner, checking the correctness of items to be delivered before delivery and sorting/stacking those items in the sequence order of stops, analyzing current mail routes and recommending changes based upon mail volume associated with specific mail actions or locations. Promotes a professional, service-oriented mail service by answering inquiries and advising mail service customers on the most appropriate category and class of mail to meet their needs.

Experience and qualifications:

A high school diploma or equivalent is required. At least one year of responsible clerical experience is required. Previous mail service experience is preferred. Must be able to read and sort incoming, outgoing, and internal mail directions. Good written and verbal communication skills are required. The ability to operate electronic, photocopier, facsimile and other standard office machines is required. Must be able to perform routine alpha-numeric filing tasks. Good manual dexterity is required to sort the mail. Must be able to lift and transport materials, packages, PSF's and equipment weighing up to 70 pounds, using accessory equipment such as a 2-wheel hand truck. Periods of prolonged standing are common.

LEAD VAULT CLERK

Scope of Duties:

Critical personnel position. Prior to assignment, the Lead Vault Clerk shall possess skills necessary to competently perform their duties (the contractor shall bear all training costs). This is a working supervisory position. In addition to providing expertise and performing all the duties and functions described for a Vault Clerk, incumbent must provide the ability to oversee the work of others and possess the demonstrated ability to meet deadlines and perform under pressure. Must have knowledge of DOE/NNSA, NNSA Service Center and PSD policies, procedures, and management principles to provide staff assistance and ensure PSF's are filed and maintained in an effective manner. Possess knowledge of DOE and NNSA security principles concerning the protection, storage, transmittal, retention and destruction of classified documents. Must present a professional image and ensure all PSF's are maintained in a professional and organized manner. Acts as a primary point of contact for customers within the personnel security division and the NNSA Service Center complex. Also acts as a primary point of contact representing the NNSA Service Center to DOE Operations Offices and other agencies. Uses electronic media (case tracking programs, etc.) in the most effective manner to possible to ensure that PSF's and related documentation can be located at all times. Suggests process/organization improvements to management that might improve workflow actions.

Experience and Qualifications:

Incumbent must have a high school diploma. A two-year associates degree is desirable. Must possess excellent oral and written communication skills and have a thorough knowledge of sensitive and classified matter protection control, processing, and distribution. Must demonstrate the ability to maintain and document an organized filing process, and possess a willingness to explore process improvements. Must be able to lift and transport materials, packages, PSF's and equipment weighing up to 70 pounds, using accessory equipment such as a 2-wheel hand truck. Periods of prolonged standing are common.

VAULT CLERK

Scope of duties:

Prior to assignment, the Vault Clerk shall possess skills necessary to competently perform their duties (the contractor shall bear all training costs). Provide expertise to maintain an organized and effective filing process to ensure that NNSA PSF's are available upon request. Establish new PSF's, and maintain existing PSF's. Maintain a record of the location of PSF's and reports. Transfer personnel security files to other DOE operations offices and DOE/NNSA Headquarters. Destroy PSF's as prescribed by DOE/NNSA policy. Approve review of personnel security files, and maintain records of access to personnel security files. In the event a PSF or related information is not readily available, employee must be able to use problem-solving skills to locate a PSF that can be misplaced outside standard file flow. Employee directly supports all PSD employees, and must present themselves professionally when locating/gathering files that are located with other employees within the personnel security division.

Experience and qualifications:

A high school diploma or equivalent is required. At least one year of responsible clerical experience is preferred. Must be able to read, sort and file PSF's. Good written and verbal communication skills are required. The ability to operate electronic, photocopier, facsimile and other standard office machines is required. Must be able to perform routine alpha-numeric filing tasks. Good manual dexterity is required to sort PSF's and other documentation that will be placed in PSF's. Must be able to lift and transport materials, packages, PSF's and equipment weighing up to 70 pounds, using accessory equipment such as a 2-wheel hand truck. Periods of prolonged standing are common.

DUPLICATION CLERK

Scope of duties:

Prior to assignment, the Personnel Security Specialist shall possess skills necessary to competently perform their duties (the contractor shall bear all training costs). Contractor provides expertise to operates reproduction equipment to duplicate DOE personnel security files, legal documentation, letters for distribution, etc. Must be able to generate legally sufficient duplicate PSF's to support Administrative Review activities, Psychiatric evaluations, FOIA, Privacy Act and other personnel security activities. Must recognize designated priorities, and process work in the priority order that is directed by management.

Experience and qualifications:

Incumbent should possess a High School Diploma. Should possess Data entry skills sufficient to accurately document security clearance actions in automated databases. Typing skills are desirable. Effective reading and detail recognition skills are required. Attention to detail is required as even minor errors may significantly impact the quality of duplicate product provided to DOE management, legal, clearance holders, etc. .Must be able to recognize designated priorities and process work in the priority order that is directed by management. Must possess time management skills to be able to prioritize work to meet/exceed timeline parameters established by DOE/NNSA/Service Center and contract. Must be able to understand and work with DOE specific filing system, as frequently files will need to be retrieved directly from vault storage. While limited decision making skills are required, duplication assistant must be able to exercise sound judgment within the scope of activities they are required to conduct. Must be able to annotate files in a professional manner. Attention to detail is a critical skill as this employee is often the last to review a duplication effort before documentation is forwarded for review. Must be capable of working multiple types of clearances actions without losing track of designated priorities. Must be willing/able to keep management apprised of workload status.

MANAGEMENT INFORMATION SPECIALIST

Scope of Duties:

Prior to assignment, the Management Information Specialist shall possess skills necessary to competently perform their duties. Contractor provides expertise to perform program analyst functions using PSD, NNSA, DOE, and other available Management Information Systems (MIS) to support PSD and personnel security program management and decision making processes including, but not limited to, generate and verify accuracy of scheduled and ad hoc MIS reports as required, the preparation and management of PSD budgets to include investigation and reinvestigations budgets, administrative review process budgets, and travel budgets; conduct troubleshooting analysis of PSD MIS, including program and system analysis; assist with development, planning, implementation, and operation of the next generation PSD management information system, including process and work flow analysis, work breakdown analysis, and user requirement documentation; train NNSA PSD personnel in proper use of PSD MIS assets; and serve as back-up for the PSD Program Analyst.

Experience and Qualifications:

Incumbent must possess a high school diploma; an associate's degree in computers or MIS-related field is highly desirable; minimum of two years experience working with database report generating software and programs in a large business environment; possess an in-depth knowledge of Microsoft Office Professional Suite, including MS Outlook and a demonstrated knowledge of standard accounting and bookkeeping practices and techniques; knowledge of statistical analysis methodologies and software is desirable.

COMPUTER INFORMATION SYSTEMS (CIS) AND BUSINESS ANALYST

Scope of Duties:

Prior to assignment, must possess the expertise to maintain multi-level tracking databases for monitoring investigation actions and site compliance with the DOE access authorization investigation and reinvestigation program; identify initial access authorization requirements through site impact statements; utilize DOE databases and information systems data to identify current FY reinvestigation requirements; produce annual 5-year budget crosscut investigation projects for NNSA sites; report to headquarters and local budget office on projected investigative funding requirements; work directly with NNSA sites offices to forecast investigation budget activities; allocate and monitor investigative funding expenditures for NNSA sites; review investigative accounting information for accuracy, and prepare billing invoices for signature; provide weekly, monthly, quarterly, etc. statistical reports in support of PSD and ad-hoc statistical reports as requested to support PSD management, processing and survey activities; and develop Charts/Graphs for management reports as required. Additionally, responsible for data transfer from DOE Headquarter database to local database environments using SQL programming language. Databases include Oracle and MS Sequel Server. Write and generate database queries to support report requirements as prescribed by PSD management. Design and maintain in-house databases as required. Coordinate installation of DOE Headquarters database onto local computers. Work with other NNSA Service Center computer and network support personnel to trouble shoot hardware/software, network, and firewall issues as it applies to DOE and NNSA Headquarters and Service Center/PSD databases. Exceptional customer service and communication skills are required as the position interacts directly with PSD management, NNSA Site Offices and NNSA and DOE Headquarters representatives.

Experience and Qualifications:

Must possess a bachelor's degree in Computer Science, Management of Information Systems or business-related degree. Experience in accounting and financial/budget systems and databases highly desirable. At least six years of direct work-related experience in the DOE, NNSA, or NNSA Service Center as a computer systems and accounting specialist may be substituted for the bachelor's degree in Computer Science or Accounting. In-depth knowledge of NNSA Service Center accounting principles and processes is preferred. Must possess exceptional customer service and written and oral communication skills.

ADMINISTRATIVE ASSISTANT

Scope of Duties:

Prior to assignment, the contractor provides the expertise to perform a complex and wide range of administrative and support functions necessary to support security branch, division, or department security operations, including organizing and prioritizing heavy workloads, meeting deadlines, as well as creating and updating a multitude of documents, reports, and correspondence while working with various computer programs and functions. Also, independently runs various computer program reports, and assembles security related documents and packages. Serves as point of contact for office and duties include answering phones, coordinating/ scheduling meetings, and the communication and dissemination of information and work assignments to staff members. Telephone communications include points of contact at various sites offices. Additional responsibilities include: ordering supplies, maintaining reading and other files, entering data into and maintaining various tracking logs, preparing monthly calendars, pulling credit reports, and providing administrative assistance in other areas on an as needed basis. Additionally provides ability to serve as Classified mail "A-Station" custodian responsible for proper accountability, storage, and dissemination of classified matter.

Experience and Qualifications:

A high school diploma or equivalent is required. Excellent oral and written communication skills are also required. Must possess typing and computer skills including the ability to create, prepare, and edit correspondence, reports, spreadsheets, as well as charts for presentations using electronic media. Knowledge of word processing and spreadsheet programs, including Microsoft Office applications, and familiarity with accessing various DOE/NNSA/Service Center computer systems/management programs and/or Internet sites used for tracking and assigning cases, foreign travel, correspondence, standard operating procedures, etc., is necessary.

Ability to read, comprehend, interpret, and implement regulations, policies, and procedures is also a requirement. Must also have the ability to learn, operate, and extract information from complex computerized data bases.

PROTECTIVE FORCE SHIFT SUPERVISOR

The Shift Supervisor shall supervise and control security operations during each shift. The position is physically demanding, therefore, physical proficiency should be maintained. The work may require regular and recurring physical exertion, such as long periods of standing, walking, bending, stooping, sitting, crawling, lifting, carrying heavy items in emergency situations, and rapid ascension of stairs.

PROTECTIVE FORCE OFFICER

The Protective Force Officer supports security operations. The position is physically demanding, therefore, physical proficiency should be maintained. The work may require regular and recurring physical exertion, such as long periods of standing, walking, bending, stooping, sitting, crawling, lifting, carrying heavy items in emergency situations, and rapid ascension of stairs.

PROTECTIVE FORCE TRAINING OFFICER

Scope of Duties:

Prior to assignment, the contractor provides the expertise to develop and implement a formal Basic Security Officer training program to comply with appropriate directives (10 CFR 1046, DOE O 473.2, DOE M 473.2-2, etc.), including annual refresher and remedial training; develop and have approved a Service Center Protective Force Training Approval Plan (TAP) in accordance with application requirements; conducts or arranges for training of Protective Force Officers as required; maintains records by individual and prepares statistical reports to evaluate performance of officers; analyze the Service Center site security needs and identify Protective Force training requirements through development of a site-specific job analysis for all Protective Force positions and, based on this job analysis, conduct and develop the appropriate job task analysis; obtain the necessary NNSA/DOE approval of the analyses; and provides support in the development of presentations or documents relating to access control, property protection, searches for contraband or prohibited articles, or security system monitoring and response.

Experience and Qualifications:

Possess a bachelor's degree. Ten years of administrative/security/instructional experience can be substituted may be substituted for the degree. Must possess at least three years successful experience in security related matters. One of these years has to be successful experience as a security-training officer for a DOE facility. The other two years can be in related security/training experience.

Excellent oral and written communication skills are required in order to develop training plans, conduct training, coordinate activities, and to respond to direction from management and DOE/NNSA.

Working knowledge of computer systems and office systems sufficient to perform word processing (MS Word preferred), utilize automated spreadsheet (Excel, etc.), and other MS Office products (PowerPoint) in order to create presentations.

All Protective Force personnel shall be United States citizens and 21 years of age. Possessing a valid state's driver's license is desirable. Security-related experience of at least two years is desirable. Personnel should be professional, courteous, tactful, and articulate. Writing skills are necessary to write narrative comments and respond to questions cited on daily activity reports, security infraction reports, emergency or incident reports.